



مجموعة شركات عاجب للتجارة AJIB GROUP OF COMPANIES

DRUG & ALCOHOL POLICY

AJIB GROUP is committed to a safe, healthy and productive work place for all employees. The AJIB GROUP recognizes that alcohol or drug abuse by employees will impair their ability to perform properly and will have serious adverse effects on the safety, efficiency, and productivity of other employees and the company as whole.

Therefore:

- * The misuse of legitimate drugs or the use, possession, distribution, or sale or consumption of illicit or prescribed controlled drugs on AJIB GROUP business premises is strictly prohibited and are grounds for immediate dismissal.
- * Any person taking medication prescribed by a doctor, who may impair performance or ability to discharge his duties properly must advise his Supervisor immediately.
- * Possession, use, distribution or sale or consumption of alcoholic beverages on AJIB GROUP's business premises is strictly prohibited.
- * Being unfit for work because of use of drugs or alcohol is strictly prohibited and is ground for immediate dismissal.

The AJIB GROUP may also require all employees to submit to alcohol and/ or drug testing where cause exists to suspect alcohol or drug abuse and after any lost time accident.

Unannounced testing may be conducted when deemed necessary by the Company and where law requires testing. A positive test result or refusals to submit to a drug or alcohol test are grounds for disciplinary action, including immediate dismissal.

The AJIB GROUP may also conduct unannounced searches on our staff for drugs and alcohol on the sites operated by the Company.

AJIB GROUP's staff will be required to comply with the Policy restrictions on use, possession, distribution or consumption of alcohol or drugs and provisions regarding searches. Those who violate this Policy will be removed from the work site immediately and disciplinary action will be initiated accordingly.

SALIM AJIB AL HAJRI
Chairman